



LANGLEY  
POLICY  
DIRECTIVE

Directive: LAPD 1500.5  
Effective Date: May 5, 2004  
Expiration Date: October 14, 2004

**Responsible Office:** ~~Capital Investment Planning Office,~~  
~~Systems Engineering Competency~~ Research Facilities  
Services Competency

**SUBJECT: Signs and Directory Boards**

**1. SUMMARY**

This directive sets forth the approval authority and responsibilities for obtaining exterior and interior signs and directory boards.

**2. APPROVAL AUTHORITY**

- a. The Facilities Master Planner, ~~Capital Investment Planning Office (CIPO),~~  
~~Systems Engineering Competency~~ Research Facilities Services Competency (RFSC)

Design concept, location, and removal of exterior signs, except official traffic control, handicapped parking, and temporary signs (see below for these authorities); and overall management of unified exterior signage system.

- b. Office of Safety, Security, Environment, and Mission Assurance (OSSEMA)

National standard environmental and safety signs (exterior and interior) and traffic control signs--temporary or permanent.

- c. Office of External Affairs

Temporary special events signs.

- d. ~~Metals Application Technology Branch,~~ Technology Development and Integration Branch, Systems Engineering Competency

Interior room, name, and number signs, and bases for standardizing interior signage.

- e. Accessibility Integration Manager, ~~CIPO~~ RFSC

Location of handicapped parking and entrance access signs.

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f. Facility Coordinators

Directory boards and letters.

g. Data Analysis and Imaging Branch, ~~Information Systems~~, Systems Engineering Competency |

Consultation, as required, on graphics standards application to exterior and interior signs (this consultation is normally obtained by approval authorities, not initiators).

### **3. RECISION**

LAPD 1500.5, dated May 4, 1999.

Jeremiah F. Creedon  
Director